COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements policy in Air Force Policy Directive (AFPD) 11-4, *Aviation Service,* dated 1 September 2004. It establishes the minimum United States Air Force (USAF) standards for training documentation of all aircrews enrolled in formal flying training. This instruction establishes requirements for the completion, maintenance, and disposition of training records in support of formal syllabus training. It prescribes procedures for documenting flying and simulator performance and providing the data to instructors, supervisors, and training managers. This instruction applies to Air Force Global Strike Command (AFGSC) units conducting formal flying training courses under an AFGSC approved syllabus. This instruction does not apply to operational units conducting training under other directives, but operational units may use these procedures and forms. This instruction does apply to Air National Guard (ANG) units and personnel. This instruction applies to Air Force Reserve Command (AFRC) students in AFGSC formal training units (FTU). Training units will develop a local supplement to this instruction and upon the approval of the Operations Group Commander (OG/CC) (or equivalent) will forward the supplement to the AFGSC office of primary responsibility (OPR) for coordination and approval prior to issuance.

Maintain supplement currency by complying with AFI 33-360, *Publications and Forms Management*. Forward recommendations for changes or improvements to this instruction through channels to AFGSC/A3TO, 245 Davis Ave E, Barksdale AFB, LA 71110, on AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS)

located at **https://www.my.af.mil/gcss-af61a/afrims/afrims/.** The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of Records Notice F036 AF PC C, Military Personnel Records System, applies.

SUMMARY OF REVISIONS
This document has been changed to reflect the transfer of the bomber global strike mission from Air Combat Command (ACC) to Air Force Global Strike Command (AFGSC). This document is substantially revised and must be completely reviewed.

Chapter 1
GENERAL INFORMATION

1.1. References, Abbreviations, Acronyms, and Terms. See **Attachment 1**.

1.2. General. The objective of formal flying training is to ensure student aircrews attain the skill level established by syllabus course training standards. AFGSC formal flying training will offer aircrews the opportunity to develop their maximum individual capabilities within the constraints of available sorties, facilities, or other resources. This instruction describes the forms and procedures used to document the student's progress toward and attainment of course training standards.

1.3. AFGSC Weapon System Training Program Managers. AFGSC/A3TO is the training program manager and coordinates AFGSC actions associated with programming, scheduling, and conducting formal training for the B-2 and B-52 weapon systems. AFGSC/A3TW represents the USAF Weapons School and their Weapons Instructor Courses.

1.4. Screening of Student Data. Units will screen incoming student records to ensure that they are complete and that course entry prerequisites are met. Units will immediately notify the AFGSC training program manager if records are missing or if the student does not meet course entry prerequisites and there is no evidence of a waiver. The AFGSC training program manager will notify the appropriate training unit when course entry prerequisites are waived for any student.

1.5. Class Quotas. The AFGSC Programmed Flying Training (PFT) document establishes quotas for each class. The AFGSC training program manager will notify affected units of changes of quotas. If the number of available students fails to equal the latest established class quota, the training unit will immediately notify the AFGSC training program manager.

1.6. Student Training Records:

1.6.1. Formal Training Units (FTU) will prepare Student Training Record Folders for each student entering training.

1.6.2. Lists of records that will be filed/maintained in the Student Training Record Folder are in **Chapter 2** of this instruction. Individual FTUs may develop local training forms with the approval of the OG/CC (or equivalent). These forms will include but are not limited to the student's name and rank, instructor's name and rank, date of mission, sortie number, module or phase completed (if applicable).

1.6.3. Student Training Record Folders will be available for review by instructors, supervisors, and student aircrew members.

1.6.4. Instructors will review Student Training Record Folders prior to each flight or simulator mission. Supervisors will make weekly reviews of the progress of student aircrews.

1.7. Distinguished Graduates (DGs). The goal in designating DGs is to give formal recognition to aircrew members who demonstrate superior performance. DG status does not automatically apply to the best student in a given class; the highest standards apply, and it is possible that a given class may have no DGs. The FTU is responsible for determining DG eligibility criteria. The OG/CC or equivalent will approve the criteria and include it in this

instruction's wing supplement. Annotate Training Record, or equivalent, to reflect DG status for those selected.

1.8. Withdrawal from Training. When a student withdraws from training for medical or other reasons (e.g., extended Duties Not Involving Flying [DNIF], Flying Evaluation Board [FEB], waiver to FEB, death, etc.), the training unit will immediately notify the AFGSC weapon system training program manager (AFGSC/A3TO) by message or e-mail with an information copy to Numbered Air Force (NAF) CV (For ANG students, unit's request from ANG/DPDF to have the student recalled). Recalling a student from training is initiated by the gaining unit, students cannot withdraw themselves. In accordance with (IAW) AFI 11-202V1, *Aircrew Training*, page 5, paragraph 1.5.2.2, Recall Procedures; MAJCOMs will notify training command headquarters and training units prior to recalling a student from a formal school course. Recalling a student will be done for reasons other than performance. i.e., emergencies, unforeseen delays in training, etc.) If the student is a recent Specialized Undergraduate Pilot Training/ Specialized Undergraduate Navigator/Combat Systems Officer Training or IFF graduate, send an information copy of the message to AFPC/DPAOC. The message will include the student's name, rank, Social Security Account Number, and assignment action number; the course title and class number from which the student was withdrawn; the reason for withdrawal; and any effect on follow-on courses/assignments. See AFI 36-2110, *Assignments*, for additional guidance.

1.9. Disposition of Student Training Records:

1.9.1. Student Training Records will be either hand-carried by the graduate or mailed/e-mailed directly to the gaining unit within 10 working days after the graduation date. Only complete records may be hand-carried. If any portion of the records is incomplete when the graduate departs, the FTU must complete and mail the records within the time limit.

1.9.2. Student Training Records of aircrew members who are withdrawn from a course due to requests for suspension, fear of flying, FEB action for failure to meet course training standards, or by reason of death, will be filed and then destroyed.

1.9.3. The unit will retain Student Training Records of aircrew members who complete formal training and remain in the same unit.

1.9.4. USAF Weapons School student grade books will remain at the weapons school. The USAF Weapons School will complete a Training Record and Training Summary; and then forward them to the student's gaining unit.

1.9.5. "Academic only" courses do not require student grade books. However flying courses that consist of academics at the FTU and in-unit flying still require grade books.

1.10. Course Critiques. Units conducting formal flying training courses will solicit student comments on the effectiveness of instruction using locally developed end-of-course critiques. In addition to review by FTU agencies, the FTU's operations training development team will review the critiques.

1.11. Classification of Training Systems. AFGSC uses two generalized training systems in flying training programs. The OG/CC (or equivalent) will determine the system the unit uses, and will notify the AFGSC training program manager. Once designated, the chosen system applies to all flying courses in a given FTU.

1.11.1. **Sortie-Driven System.** The basic building block for student progression is completion of specific sorties, modules ("blocks"), or phases.

1.11.2. **Event-Driven System.** The basic building block for student progression is the individual event or training task. The unit may combine events or tasks in appropriate sequences on a given mission.

1.12. Grading Criteria. FTUs may use the criteria in **Table 1.2.** to grade both specific mission elementsand overall performance on each flight and simulator mission. Units may also use criteria developed by the unit and approved by AFGSC/A3T. Reference to additional criteria, such as written behavioral objectives, is permissible.

1.12.1. Determine individual mission element grades and the overall mission grade by comparing the student's performance with the grading criteria. The overall grade is an assessment of the student's achievement of the primary mission objectives for that sortie.

1.12.2. As a minimum, record grades for each mission on the Individual Mission Grade sheet.

Table 1.2. Grading Criteria.

Grade	Explanation of Grade
Unknown	Performance was not observed or the element was not performed.
Dangerous	Performance was unsafe (one element marked "Dangerous" will require an overall grade of "zero").
0	Performance indicates a lack of ability or knowledge.
1	Performance is safe, but indicates limited proficiency. Makes errors of omission or commission.
2	Performance is essentially correct. Recognizes and corrects errors.
3	Performance is correct, efficient, skillful, and without hesitation.
4	Performance reflects an unusually high degree of ability.

1.13. Course Training Standards. Use course training standards in course design to describe the minimum overall performance levels required to progress through and/or graduate from a course. Standards will reflect average performance as described in the units grading standards; an example would be a "1", "2", or "3", as defined above in paragraph **1.2.** It is inappropriate to design courses to train to the upper or lower end of the grading scale.

1.14. Documentation of Achievement of Course Training Standards:

1.14.1. **Sortie-driven Systems.** The student's immediate supervisor will determine achievement of course training standards in each phase, module, or course for sortie-driven system. The supervisor will enter the following statement in the remark's section of the final individual grade sheet at each stage: "Course training standards achieved for (enter appropriate phase, module, or course)." Enter the standards achieved in each phase/module/course on the training record.

1.14.2. **Event-driven Systems.** The student's immediate supervisor will determine that

achievement of proficiency in all required events is complete before the AFI 11-202V2, *Aircrew Standardization/ Evaluation Program*, flight. The instructor will enter the following statement on the master training record: "Proficiency achieved in all required events."

1.15. Responsibilities of Syllabus Offices of Primary Development Responsibility (OPDRs):

1.15.1. Determine the level of proficiency required of each task in the task list and publish course training standards in each syllabus as required by AFGSCI 36-2252, *Air Force Global Strike Command (AFGSC) Formal Operations Training Publications*.

1.15.2. Use the course task list to develop master overprints of mission elements for Individual Mission Grade Sheets for flying and simulator missions.

1.16. Non-effective Missions:

1.16.1. **Sortie-driven Programs:**

1.16.1.1. Mark a mission Non-effective/Student Non-progression (NE/SNP) on the Individual Mission Grade Sheet if student performance is not sufficient to allow progression to the next syllabus mission or if the student receives a "Dangerous" performance grade. Make an entry citing specific student performance deficiencies. For missions marked NE/SNP, the student will fly an additional instruction sortie ("X" sortie), for example, if TR-6 is NE/SNP, annotate the additional sortie as TR-6X.

1.16.1.2. Mark a mission Non-effective/Other (NE/OTH) on the Individual Mission Grade Sheet when the student cannot complete specific elements called for in the mission and the unit cannot incorporate them into a subsequent mission. This is not an "X" sortie. The instructor will make an entry citing the specific reason the mission was non-effective (for example, weather, weapon system malfunction, air abort, etc.). For missions marked NE/OTH, the mission will be reflown (for example, if TR-6 is NE/OTH, fly another mission with the TR-6 annotation).

1.16.2. **Event-driven Systems:**

1.16.2.1. Mark an event NE/SNP on the Individual Mission Grade sheet if the student has not met proficiency requirements and is unable to complete an AFI 11-202V2 mission. Entries by the instructor will cite specific student performance deficiencies. For events marked NE/SNP, the student will fly an additional instruction sortie ("X" sortie) concentrating on event(s) requiring proficiency. The sortie will be reflown as the last sortie the student completed (for example, if S-14 is the last sortie prior to the AFI 11-202V2 mission, annotate the X sortie as S-14X).

1.16.2.2. Mark an event or sortie NE/OTH on the Individual Mission Grade Sheet when the student cannot complete specific events called for in the mission and the unit cannot incorporate them into a subsequent mission. Events marked NE/OTH will require a waiver prior to the AFI 11-202V2 mission or graduation.

1.17. Procedures for Handling Substandard Performance (Flying and Simulator Missions). Remedial action for failure to meet performance standards may include training/practice using academic programs, part-task trainers, simulators, or additional sorties.

1.17.1. **Additional Sorties:**

1.17.1.1. **Sortie-driven Systems.** The unit will call additional instructional sorties "X" sorties and identify them by adding the suffix "X" to the normal syllabus sortie number. The student

will fly an "X" sortie when the instructor marks a mission Non-effective/Student Non-progression (NE/SNP) or when a student fails to meet course training standards at the end of a phase, module, or course. If an "X" sortie is not successful and requires additional "X" sorties for the same syllabus sortie annotate those additional sorties with suffixes "XX," "XXX," etc., to the normal syllabus sortie number. The squadron commander may authorize additional instructional sorties only to the extent that such flights would result in the student meeting course requirements.

1.17.1.2. **Event-driven Systems.** Additional instructional sorties are "X" sorties and identified by adding the suffix "X" to the last normal training sorties prior to checkride. A student will fly an "X" sortie upon the failure to meet end of course training standards and completion of the total number of syllabus sorties. If an "X" sortie is not successful and requires additional "X" sorties for the same events. The instructor will annotate the additional sorties by adding suffixes "XX," "XXX" etc., to the number of the last training sortie. The squadron commander may authorize additional instructional sorties only to the extent that such flights would result in the student meeting end of course requirements.

1.17.1.3. **Maximum Additional Sorties.** Each AFGSC formal course syllabus determines the maximum number of "X" sorties per course. "X" sorties beyond the course limit require the approval of the training program manager. Corrective action (adding the suffix "C" to the normal syllabus sortie number) and recheck sorties (the suffix "R") generated because of standardization/evaluation flight check deficiencies are not "X" sorties.

1.17.2. **Progress Check Flight.** A progress check flight is a non-instructional sortie flown at the discretion of the squadron commander to document a student's proficiency level and to recommend follow-on action. There is no requirement to provide a progress check flight.

1.17.2.1. Identify a progress check flight by adding the suffix "Prog" to the normal syllabus sortie number. It is not countable as an "X" sortie.

1.17.2.2. The squadron commander may direct a progress check at any time. The progress check will include an assessment of the student's basic flying skills. Recommendations of personnel conducting progress checks may be, but are not limited to: continuation in the normal course of training, additional training followed by another progress check, or elimination from the course.

1.17.2.3. The FTU will conduct, if required, an FEB IAW AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings, and Badges*.

1.17.3. The training unit will notify the ANG/DPDF if an ANG student is placed into remedial training for failure to meet performance standards.

1.18. Class Training Summary. Training units will send a summary for each graduating class to the AFGSC/A3TO weapon system training program manager. Units may send this report by FAX or electronically. The report will contain the following:

1.18.1. A list of graduates by name, rank, and end assignment.

1.18.2. Comments and recommendations concerning problem areas.

1.18.3. Number entering training (including washbacks from earlier classes).

1.18.4. Number graduating.

1.18.5. Number of individuals washed back to later classes.

1.18.6. Names of individuals withdrawn from training for any cause. Indicate new class designation for washbacks and specify reasons for withdrawals.

1.18.7. Number of additional missions flown (flight and simulator) due to student non-progression. Report type of event or mission.

Chapter 2
STUDENT TRAINING RECORDS

2.1. Student Training Records. The following documentation will be filed/maintained in the Student Training Record Folder. The documentation will be applicable to both sortie and event driven systems. Each wing will develop a standard format for training records. Upon approval of the OG/CC or equivalent, the FTU may include local forms that meet school needs. FTUs will include locally developed forms in the local supplement to this regulation.

2.2. Completion of Records. Complete all records by computer or in ink. The records for each student should include:

2.2.1. **Flying/Simulator Training.** For each phase, enter the actual number of sorties flown. Enter the overall course-training standard achieved for each phase of training.

2.2.2. **Tactical/Weapons Delivery Accomplishment.** Enter proficiency achieved in each event without regard to proficiency required. This will recognize above-or below-average performance (for example: required FAM but achieved QUAL or required QUAL, but achieved NONE).

2.2.3. **Training Deficiencies.** List all training deficiencies. Identify the office or agency that granted the waiver to graduate the student with a training deficiency.

2.2.4. **Academic Training.** For courses with exams, enter the percentage grade achieved. Enter the failed exam grade and followed by the make-up exam grade (for example, 72/89).

2.2.5. **End-of-phase summary**. Should contain a brief description of the student's characteristic flying performance in each phase and should cite specific strengths, weaknesses, areas of improvement, and general attitudes. When a student flies at least one sortie, an entry is mandatory for that phase of training. When two or fewer sorties constitute a phase, the instructor may combine entries with another phase (for example: Transition/Formation). To ensure accurate recall of desired details, instructors will write phase summaries as soon as possible after the completion of each phase. The end-of-course summary will contain a brief description of the student's overall flying performance during the course and should include an overall evaluation of the student's judgment, situation awareness, flight discipline, and general airmanship. It will include an assessment of performance trends throughout the course and a subjective evaluation of the degree of supervision the student will require at the gaining unit.

2.2.6. **Maintain a chronological record** of all flying and simulator missions accomplished.

2.2.7. **The Individual Mission Grade Sheet.** A student will receive a grade for each flying and simulator mission where performance is under the supervision of an instructor. The instructor will complete the grade sheet prior to the next mission (unless flown with the same instructor on the same day) but in no case later than 48 hours following the mission. Until some information is available, the instructor may withhold an assessment of performance in events requiring weapons scores, film/video tape recorder assessment, or any other data. The following should be documented on the individual mission grade sheet:

2.2.7.1. Details of student performance graded below phase/block standard, as needed to properly advise subsequent instructors of the student's training progress.

2.2.7.2 Specific student performance deficiencies for missions marked NE/SNP.

2.2.7.3. Specific reason the mission was non-effective (for example, weather, weapon system

malfunction, air abort, etc.) for missions marked NE/OTH.

2.2.7.4. Recommendations for additional training prior to the next syllabus mission.

2.2.7.5. The statement "course training standards achieved for (enter phase or course)" on the final grade sheet of the phase or course.

2.2.7.6. When a student has a flight or simulator evaluation mission (IAW AFI 11-202V2), a duplicate copy of the AF Form 8, *Certificate of Aircrew Qualification,* may replace the grade sheet in the Student Training Record Folder.

2.3. Disposition of Student Training Records.

2.3.1. The FTU will forward the training records to the student's gaining organization (note special requirements for the USAF Weapons School). Also, the school registrar will retain an electronic copy for a period of 1 year.

TIMOTHY M. RAY
Brigadier General, USAF
Director of Operations

Attachment 1
GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-202V1 (http://www.e-publishing.af.mil/shared/media/epubs/AFI11-202V1.pdf), *Aircrew Training*

AFI 11-202V2 (http://www.e-publishing.af.mil/shared/media/epubs/AFI11-202V2.pdf), *Aircrew Standardization/Evaluation Program*

AFI 11-202V2_AFGSCSUP (https://wwwmil.acc.af.mil/accpubs/pubs/11series/AFI11-202V2_AFGSCSUP.pdf), *Aircrew Standardization/Evaluation Program*

ADPD 11-4 (http://www.e-publishing.af.mil/shared/media/epubs/AFPD11-4.pdf), *Aviation Service*

AFI 11-402 (http://www.e-publishing.af.mil/shared/media/epubs/AFI11-402.pdf), *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 33-360 (http://www.e-publishing.af.mil/shared/media/epubs/afi33-360.pdf), *Publications and Forms Management*

AFI 36-2110 (http://www.e-publishing.af.mil/shared/media/epubs/AFI%2036-2110.pdf), *Assignments*

ACCI 36-2252 (https://wwwmil.acc.af.mil/accpubs/pubs/36series/AFGSCI36-2252.pdf), *Air Force Global Strike Command (AFGSC) Formal Operations Training Publications*

Abbreviations and Acronyms

AFGSC—Air Force Global Strike Command

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

ANG—Air National Guard

CC—commander

CONUS—continental United States

CSO---Combat Systems Officer

CV---vice commander

DG—distinguished graduate

DNIF—duties not involving flying

FAM—familiarization

FEB—flying evaluation board

FTU—formal training unit

IAW—in accordance with

IP—instructor pilot

N/A—not applicable

NAF—numbered air force

NE/SNP—non-effective/student non-progression

NE/OTH—non-effective/other

OG—operations group

OG/CC—operations group commander

OPR—office of primary responsibility

OPDR—office of primary development responsibility

PFT—programmed flying training

POC—point of contact

QUAL—qualification

USAF—United States Air Force

Terms

Part Task Trainer—Operator trainers that let selected aspects of a task (fuel system opration, hydraulic system operation, radar operation, etc.) be practiced and a high degree of skill developed independently of other elements of the task.